Doctoral Program Subcommittee Policy

Purpose
This policy establishes the membership, purpose, and duties of the Doctoral Program Subcommittee within PMB.

Background
The Graduate programs of PMB exist to serve the needs of the Uniformed Services. Within the University there are standards for the acceptance of students into doctoral programs; similar standards exist within PMB. This policy outlines the process of screening of applicants for doctoral programs in public health and how each student’s academic progress is monitored.

Committee Charter
To oversee admissions, academic progress and remediation of students, and overall program planning of PMB doctoral programs.

Membership
a. Faculty members shall be appointed by the Chair, PMB on the advice and counsel of the Chair of the GAC and the Vice Chairs Committee. Membership includes 5-7 faculty members and 1-2 students.
b. Committee members will serve 3 year appointments with overlapping periods of service to maintain continuity. Appointments may be renewed at the discretion of the Chair, PMB.
c. The Chair of the Subcommittee will be chosen from those members who have served at least 2 years.
d. Students will be selected from the student body.

Responsibilities
a. Application for Admission: Assurance of completeness of applications is the responsibility of each individual applicant; adherence to the Graduate Admissions Office calendar and requirements is expected.
b. Application Review: This review will be performed by the Doctoral Subcommittee with individual review and attention from the members representing the discipline to which the student is applying. The Subcommittee will review all applications for admission in accordance with requirements specified in the Preventive Medicine and Biometrics Graduate Program Handbook.
c. Student Progress: The progress of each student will be monitored regularly by each doctoral student’s advisor and quarterly by the Doctoral Subcommittee. Individuals not meeting the academic standards will be referred to the Doctoral Subcommittee for discussion and review of their situation.
d. Continuous improvement of doctoral programs: The Subcommittee is responsible for evaluating and recommending actions for continuous improvement of the Doctoral programs in PMB. It is responsible for reviewing the specific degree programs each year and recommending changes in curriculum to the curriculum committee. The Doctoral Subcommittee should solicit input from the Division Directors responsible for each specialty degree (ie, OEHS and TPH regarding Environmental Health Sciences and Medical Zoology, respectively).
e. The Director of Doctoral Programs is responsible for monitoring student progress and reporting observations to the Subcommittee on an annual basis or more frequently if problems need to be addressed. The ongoing assessment of student progress includes input obtained from student advisors, mentors, and the Graduate Program.

Procedures

a. The Subcommittee will meet quarterly or at the call of the Chair.

b. The Subcommittee will review applications for admission on an annual basis and make recommendations for acceptance or rejection to the Chair, PMB.

c. The Subcommittee will review updates regarding the progress of each individual graduate student submitted by the Doctoral Program Director.

d. The Subcommittee will make an assessment annually of opportunities for improvement of each of the Doctoral programs, and make recommendations for improvement to the Program Evaluation Subcommittee and the GAC. These assessments will be conducted with the support of the various individuals named in item d, above, under “Responsibilities”.

e. The Subcommittee reviews reports of the Doctoral Exam Committee regarding performance of students attempting to advance to candidacy and makes any appropriate recommendations regarding student performance.

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Gerald V. Quinnan, MD
Chair, Preventive Medicine & Biometrics